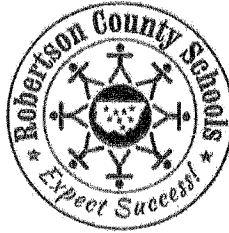


Name: _____
Grade: _____
School: _____
School Year: 2020 - 2021



Laptop RCBOE#: _____
(if applicable)
Hotspot RCBOE#: _____
(if applicable)

Laptop Acceptance Agreement Signature Page

By signing this, you agree that your child will abide by the conditions listed in the Robertson County Schools (RCS) Acceptable Use Policy (AUP), and you assume responsibility for the care and proper use of RCS resources/devices, including backing up any personal data. RCS is not responsible for any loss resulting from delays, non-deliveries, missed deliveries, lost data, or service interruptions caused by user errors, omissions or reasons beyond the district's control nor the consequences that may come from failure to follow District Policy 4.406 and procedures governing the use of technology resources. Information obtained via the Internet and other sources using RCS technologies is not guaranteed as to its accuracy or quality. You understand that should your child fail to honor all the terms of this Policy, future Internet and other electronic media accessibility may be denied. Furthermore, your child may be subject to disciplinary action outlined in the RCS student handbook and, if applicable, your laptop computer may be recalled. By signing below, you give permission for the school district to allow your child to have access to the Internet and subsequent online resources (Office 365, Microsoft Teams, online textbooks, etc.) under the conditions set forth above. Finally, you understand that geolocation services may be used on the provided unit in accordance with all applicable privacy and other laws. You herewith grant consent for Robertson County Schools to locate the geographic position of this device, and you understand that may also include the location of individual movements as well.

☐ By checking this box as the parent/guardian/caretaker, you acknowledge and agree to have your child abide by the Robertson County Schools Acceptable Use Policy (AUP), District Policy 4.406, and you give permission for your child to have access to the described electronic resources/devices.

Parent/Guardian/Caretaker (please print): _____ Date: _____

Parent/Guardian/Caretaker Signature _____

PROTECTION PLAN AGREEMENT

_____ I have read and agree with the Protection Plan and agree to pay \$35 within the allotted time.

_____ I DO NOT agree to pay for the Protection Plan and understand that I will be held liable for the damage or replacement cost of the device.

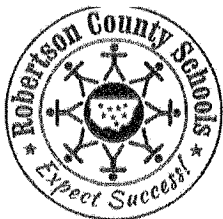
Student Name: _____ School: _____

Date: _____

Parent/Guardian/Caretaker Signature: _____

For RCS Use Only
(Please check payment method)

PAID: ☐ Check ☐ Cash



Robertson County Schools

800 M.S. Courts Blvd. • Springfield, TN 37172 • Phone (615) 384-5588 • Fax (615) 384-9749
Dr. Chris Causey, Director

STUDENT

ACCEPTABLE USE POLICY 2020-2021

I understand that, as a Computer & Internet user, I am responsible for my actions and that I am responsible to act considerately and appropriately, in accordance with the following rules. When using any Robertson County Schools Technology Resource on or off district property or a personal device on district property, or in a virtual learning setting including computers and the Internet:

- ☐ I will not send, display, download or receive offensive and obscene messages, pictures, videos and/or music.
- ☐ I will not use inappropriately explicit language.
- ☐ I will not violate copyright laws.
- ☐ I will not use Snapchat, TikTok, Instagram or any other social media sites except when related to classroom instruction.
- ☐ I will not attempt to hack, bypass or infiltrate any computer, network system, or web-filtering system.
- ☐ I will not attempt to enter administrative network areas or other network areas not related to specific classroom instruction.
- ☐ I will not sexually harass, insult, embarrass, stalk or cyber-bully others. (see [Board policy 6.304](#))
- ☐ I will not intentionally damage or vandalize computers, computer systems, computer networks, software or any other district owned equipment.
- ☐ I will not use technological systems for a private gain or any commercial purpose.
- ☐ I will not use other users' passwords, nor will I share my password with others.
- ☐ I will not attempt to access another user's private files, phone or e-mail messages, for this will be considered theft.
- ☐ I will not intentionally misuse resources provided by the school system.
- ☐ I will not disregard internet safety practices. [Children's Internet Protection Act \(CIPA\)](#)
- ☐ I will not use a personal technological device during the school day, unless it is being used for an academic purpose with permission from a faculty member in a designated area.
- ☐ I will not load or use software, apps, or web applications not specifically licensed to or approved by Robertson County Schools.
- ☐ I will not use a third-party Internet provider while on school property (personal hotspot/personal data plan/VPN).
- ☐ I will not attach non-approved devices to the school network (personal router, etc.).

Safety instruction – Students will participate in appropriate instruction in Internet safety, security, appropriate online behavior and cyberbullying awareness.

All data including e-mail communications stored or transmitted on school system computers shall be monitored. Students have no expectation of privacy with regard to such data.

I understand that my student will access district approved digital resources. These resources have been found to meet the FTC regulations in regard to [COPPA](#). Some of these resources may require student login credentials, which I authorize at the teacher's discretion. [A current list of these resources can be found here.](#)

I understand that any or all of the following sanctions could be imposed if I violate any of the policies and procedures regarding the use of Robertson County Schools Technology Resources, including the Internet.

- Loss of access to Internet, access to other electronic media, and/or use of computers or other technology resources
- Additional disciplinary action to be determined at the school or district level in line with existing practice regarding inappropriate language or behavior
- Legal action, when applicable

Sanctions listed above may also apply when activity away from school is harmful to or involves other students/staff and/or causes a disruption with regular school business.

The information above is an overview of [Board Policy #4.406](#). You can review the entire board policy at http://rcstn.net/board_of_education/policies/table_of_contents/. Board policy will be enforced in all Robertson County Schools.

- ☐ With my acknowledgement in the online registration process, I agree to all policies listed above in the RCS Acceptable Use Policy.

Robertson County Schools – Expect Success!

SCHOOL BOARD

WENDY BARGATZE • ALLAN HEARD • CONNIE HOGAN • TOMMY MASON • SCOTT RICE • JEFF WHITE

The Robertson County School System does not discriminate on the basis of race, color, national origin, sex, disability, age, religion or marital status.



Robertson County Schools Laptop Protection Plan

Robertson County Schools offers a Protection Plan to cover any accidental damage or theft. Enrollment in this Protection Plan will alleviate the potential cost of repair and/or replacement costs that could result from accidental damage to your child's assigned device. **The cost of the plan will be \$35 per year.** This is payable when the student is issued the laptop. Although you are not required to purchase the Protection Plan, parents are strongly encouraged to consider its benefits. If you choose not to purchase this plan, you will be held liable for the damage or replacement cost of the device just as with any school-issued textbook or resource.

In accordance with School Board Policy 6.311 Care of School Property, students are responsible for the proper care of school property, supplies, and equipment entrusted to their use. Robertson County Schools recognizes that there is a need to protect the investment by both the District and the Student/Parent. The following outlines the details of this protection plan and the Student's and Parent's responsibilities to abide by it.

Replacement/Repair Cost Examples:

- Laptop - \$299
- Broken Touch Screen - \$299
- Keyboard – \$55
- Charger - \$25
- Black Work-in Case - \$25
- Gum Drop Clear Snap-on Case - \$47
- Stylus \$45 – optional replacement

What IS covered under this plan

The Protection Plan covers minor repairs and/or a replacement for accidental damage **per school year** ending in May. This includes cracked screens or cases, replacement keyboards and/or trackpads, defective chargers, and other hardware issues such as broken ports and connections. The cost of **ANY** additional repairs during the school year may be charged in full to the student. **Incidents will be reviewed on a case-by-case basis. The Protection Plan may be revoked for repeated incidents at the district's discretion.**

What is NOT covered under this plan

*Any damage that occurs when the laptop is not in the issued protective case. *Damage as a result of the violation of the Acceptable Use Policy. *Damage as a result of negligence (i.e. the laptop is placed in an unsafe location or position, misused, or not handled properly.) *Damage to a part or product that has been modified to alter functionality or capability. *Damage that is cosmetic, including, but not limited to scratches, dents, and broken areas around ports that do not interfere or affect functionality. *Loaning your laptop or charger to another student. ***Loss of the device, protective case or charger.**

What if my child's issued device gets stolen?

If the device is stolen **on school grounds**, the theft must be reported by the student to the School Resource Officer within three business days. If the device is stolen **off school grounds**, the theft must be reported to the local area law enforcement authority where the theft occurred within three business days. A copy of the police report must be turned in to the main office at the school. Once the report is received by the school, a replacement laptop will be issued. If the Protection Plan is not in effect the student will be responsible for the cost of the device.

Robertson County Schools Media Release

- ☐ For school and school-related programs, my child may be interviewed, photographed, videotaped and/ or voice recorded and his/ her name, image, likeness and voice may be used in RCS-approved photographs, videos, publications, news media and web pages for special projects or publicity aimed at promoting school activities and sound teaching practices. I understand the contents of the interview may be published or aired publicly.
- ☐ My child will be under the supervision of a school staff member while being interviewed, filmed or photographed, unless my child is part of a general background or group scene in which my child is not identified.
- ☐ During such a session or interview, my child reserves the right to refuse to answer any questions or participate in any discussions that make him/ her feel uncomfortable or embarrassed, and at any time my child and/ or the supervising school agent reserves the right to terminate the interview, photo or video session.
- ☐ RCS is under no obligation to air or publish the image, photos, videotape, and/ or voice of my child. I understand that neither I, nor my child, will receive monetary compensation for allowing my child's image or voice to be used, and that my child's appearance or the use of his/ her voice in any publication, photo or televised form does not grant any ownership rights to me or my child.
-

Special Notifications

If I elect for my student to be excluded, I will provide written documentation to the building principal.

I understand that I may photograph or video-record my own child. I understand that taking photos or videos of other students or school personnel is prohibited without prior written approval from parent/guardian.

Robertson County Schools Student Email Guidelines

It is the policy of the Robertson County Schools that student e-mail will be used in a responsible, legal and ethical manner. Failure to do so will result in the termination of e-mail privileges for the user. The use of the e-mail must be in support of education and research and must be consistent with academic actions of the Robertson County Schools. Use of the e-mail for any illegal or commercial activities is prohibited.

A responsible e-mail user will:

- Use language that is considered appropriate.
- Be polite.
- Send information that other users will not find offensive.
- Never reveal personal information about any user such as address, telephone number, credit card numbers, social security number, etc.
- Not share passwords with anyone.

A responsible e-mail user must be aware that:

- Use of the e-mail is a PRIVILEGE, not a RIGHT.
- Email will be filtered for inappropriate content.
- E-mail is not guaranteed to be private and may be searched/ reviewed at any time.
- Violation of this policy will result in the possible loss of e-mail privileges and/ or other disciplinary action.
- Persons issued an account are responsible for its use/ content at all times.

1

How do I login to my laptop?



- 1) Make sure you have Internet Access.
- 2) Power on or press any key to wake laptop.
- 3) Connect to the Internet (see next slide)
- 4) Enter your full email address
5 – 1 – 5 (First 5 letters of first name + middle initial + first 5 letters of last name) + @k12.rcstn.net

Example: Harper S. Jackson =
harpesjacks@k12.rcstn.net

- 5) Returning students will enter last year's password then skip to page 2.
(Forgotten password – contact Student Hotline 615-382-4685)

New students, move on to the next step.

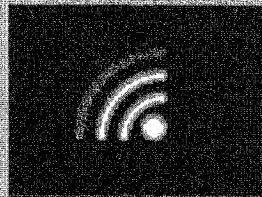
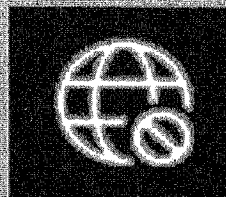
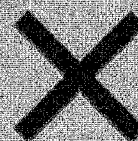
- 6) If you are *new to ROBERTSON COUNTY*, use the **Temporary Password**
2021#Students

- 7) Next, create a password following these password requirements:

- At least 8 characters, not similar to your username, not similar to your name, and contain at least 3 of the following character types:
- upper alpha
- lower alpha
- numeric
- special character

2

Confirm your Internet connection:



3

Take a
photo of
this page!

Logging into Your Office 365 Account



1) Click on either Chrome or Edge



2) Enter **portal.office.com** into the browser's URL (address) bar

3) Enter your **full email address and password**.

Remember, that's your 5-1-5 (First 5 letters of first name + middle initial + first 5 letters of last name + @k12.rcstn.net)

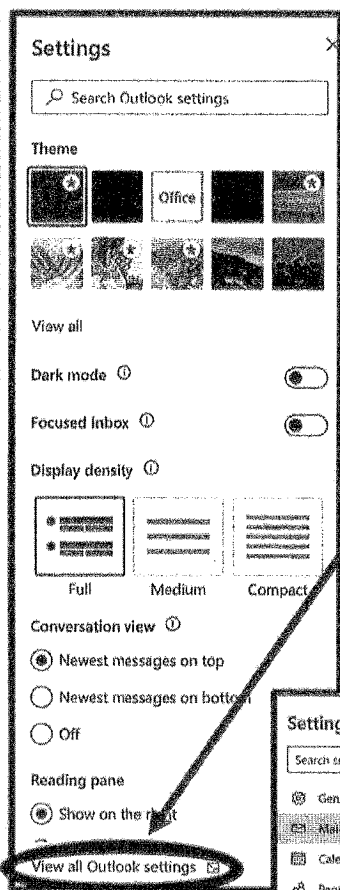
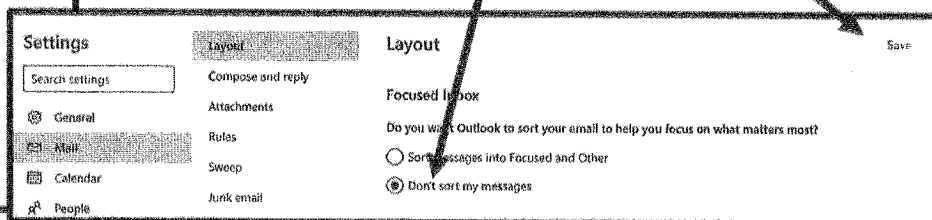
Example: harpesjacks@k12.rcstn.net

Either
Browser
works!!

4

Changing Settings

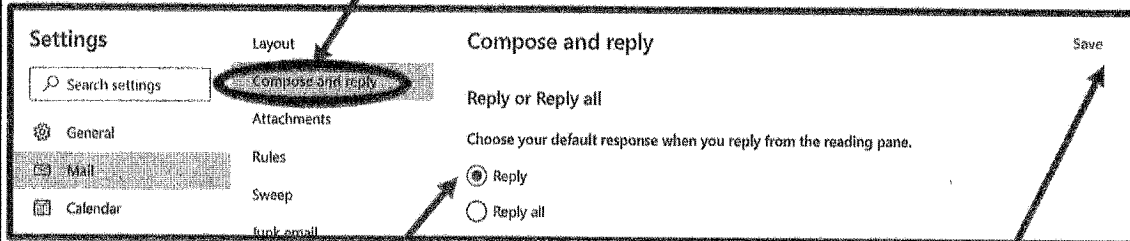
- 1) After logging into Office 365, open Outlook
- 2) Click on the Settings Wheel  in the upper right corner of the screen
- 3) Scroll all the way down and select "View all Outlook settings"
- 4) Change the Focused Inbox setting to "Don't sort my messages" (see below) and click "Save"



Changing Settings (Continued)

5

5) Next, click "Compose and reply"



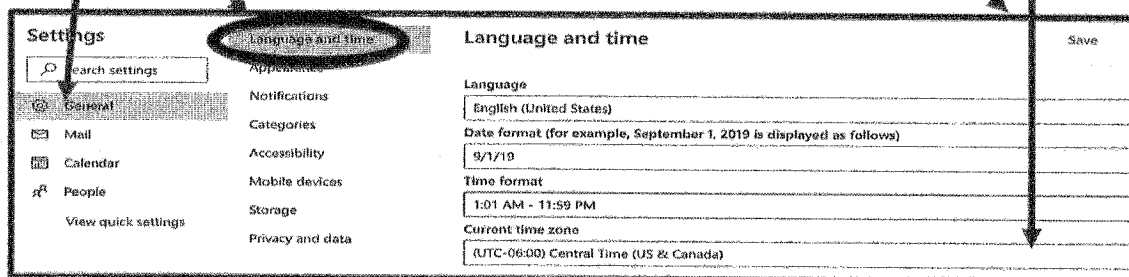
6) Choose "Reply" if it is not already selected and click "Save"

Changing Settings (Continued)

6

7) Next, click "General" then "Language and Time"

8) Change the "Current time zone" to "Central Time (US & Canada)" if it is not already selected and click "Save"



WHEN FINISHED CHANGING SETTINGS

- Sign out of Office 365 (under the silhouette at the right)